

Billing Menu

NEW BILL (ENTER)

This option is used to create all bills except patient, reimbursable health insurance bills and pharmacy bills.

Reimbursable Health Insurance and Pharmacy bills are created by the Integrated Billing (IB) software.

The questions and prompts that the computer displays vary depending on what type of bill you are creating.

A summary of the types of forms and their associated categories is shown by this illustration.

FORM	CATEGORY		
1080	Military		
1081	Federal Agencies - REFUND	Federal Agencies - REIMBURSABLE	
1114	Ex-Employee	Current Employee	Vendor

When a bill gets created using this option, the bill status changes from New Bill to Pending Approval. Next, the service who created the bill must audit and approve it; hence the status name, Pending Approval (See the Approve/Print Pending Bill option). Only when the bill has been approved by the service is it released to the Accounts Receivable section; specifically, the bill is sent to the AR Clerk for another audit. At this point, the bill status becomes Active and charges can now be applied to this bill.

```
Select Billing Option: NEW Bill (Enter)
SITE: ALTOONA VAMC//<ret>                PENNSYLVANIA                503
FORM TYPE: ??
    This response indicates the type of form for the bill.
    (1080, 1081 or 1114).
    CHOOSE FROM:      1      1081
                     2      1080
                     3      1114

FORM TYPE: 3 1114
CATEGORY: VENDOR
DATE BILL PREPARED: OCT 22,1994//<ret>
VOUCHER NUMBER: 123
BILLING AGENCY:<ret>
DEBTOR (PAYER): SAM'S
    ARE YOU ADDING 'SAM'S' AS A NEW VENDOR (THE 35TH)? Y (YES)
    VENDOR NUMBER: 35//<ret>
    ARE YOU ADDING 'SAM'S' AS A NEW AR DEBTOR? Y (YES)
Select DATE OF CHARGES: T OCT 22, 1994
DESCRIPTION OF CHARGES:
```

Billing Menu

```
1>This is for documentation!!
2><ret>
EDIT Option:<ret>
  QUANTITY (UNITS): 1
  UNIT COST: 5
  UNIT: ea          EACH
  TOTAL AMOUNT: 5//<ret> (No Editing)
Select DATE OF CHARGES:<ret>
Select FISCAL YEAR: 94//<ret>
  FY ORIGINAL AMOUNT: 5//<ret>
  APPROPRIATION SYMBOL:<ret>
Select FISCAL YEAR:<ret>
  (No Street Address) Edit Debtor Address:? YES//<ret> (YES)

Address Accounts Receivable will use:

  SAM'S
  Phone:

BILLING ADDRESS1: 111
BILLING ADDRESS2: ONE WAY
BILLING ADDRESS3:<ret>
BILLING CITY: ONE
BILLING STATE: PENNSYLVANIA
BILLING ZIP CODE: 11111
BILLING PHONE NUMBER: (111)111-1111
  Display/Print Bill:? YES//<ret> (YES)
DEVICE: HOME//<ret> VIRTUAL RIGHT MARGIN: 80//<ret>

BILL #: 503-K20189 DATE: 10/22/93 TYPE: 1114
DEBTOR: BILLING AGENCY:

  SAM'S
  111
  ONE WAY
  ONE, PA 11111

APPROVING OFFICIAL:

  DATE DESCRIPTION QTY COST PER AMOUNT
  -----
10/22/93 1 5.0000 EA 5.00
  This is for documentation!!
```

DISPLAY PENDING BILL

This option displays a new bill with the status Pending Approval for purposes of review. The approving official of a new bill would use this option to review a bill before they approve it for release to the Accounts Receivable Section. If errors are found in the bill, use the Edit Bill option to correct them.

BILL #: 503-K20061 DATE: 2/18/93 TYPE: 1114
DEBTOR: BILLING AGENCY:

ONE, TEST
101 WALT ROAD
ORLANDO, FL 43434

JAMES E VAN ZANDT VAMC
2907 TEST BLVD.
ALTOONA, PA 16602-4377

CONTROL POINT:

APPROVING OFFICIAL:

DATE	DESCRIPTION	QTY	COST	PER	AMOUNT
2/18/93	Testing Display Pending Bill Option	2	10.0000	EA	20.00

APPROVE/PRINT PENDING BILL

This option allows an authorized individual to approve and print all new bills within their service and release them to the Accounts Receivable section; you will not be able to print 1114 bills. Once a new bill has been created using the New Bill (Enter) option, the bill will automatically be passed to the person within the service/section who is authorized to approve it and release it to Fiscal Service. This approving official will be reminded by the system when they logon to review the bill; if necessary, they may send the bill back to the billing clerk for further editing.

This option requires an Electronic Signature Code, which means only the holders of the PRCASVC security key will have access to this option. The computer uses the signature code to verify that you are authorized to approve bills and will show you only those bills that you are authorized to see. You will not be able to take action on any bill from any other service/section.

NOTE: Once a bill has been released to the AR Section, you will no longer have any access to it. If you discover that further corrections are required, the Accounts Receivable Section must return the bill to you. This action removes your electronic signature (and your authorization) and allows you to either cancel or amend the bill.

Select Billing Option: **APProve/Print Pending Bill**

Enter Electronic Signature Code:<electronic sig> <Signature verified>

Select ACCOUNTS RECEIVABLE BILL NO.: **K20005** 503-K20005 VENDOR
02-14-93 ONE,TEST PATIENT PENDING APPROVAL
Review Bill? YES//<ret> (YES)

BILL #: 503-K20005 DATE: 2/14/93 TYPE: 1114
DEBTOR: BILLING AGENCY:

ONE,TEST PATIENT
P.O. BOX 000
ALTOONA, PA 16635

APPROVING OFFICIAL:

DATE	DESCRIPTION	QTY	COST	PER	AMOUNT
2/14/93		10	2.0000		20.00

Approve this Bill? NO// **YES** (YES)
*** This bill has been released to the AR section ***

EDIT BILL

This option allows information for a new or incomplete bill to be edited. This is the mechanism that allows correction of erroneous bills before they are released to Fiscal Service. If the bill has previously been approved and sent to Fiscal Service and returned, you cannot use this option to correct it; you must use the Amend Bill Returned from AR option. Entering the bill number invokes the system to display the current bill information and provides the opportunity to change it.

CANCEL BILL

This option allows the cancellation of a new or incomplete bill that has not been approved. This is often used when an erroneous bill has been discovered and it would be more efficient to start over with a new one. At that point, cancel the erroneous bill and create a new one to replace it. However, you will not be able to cancel a bill once it has been approved and released to Fiscal. If this situation should occur, you should contact the Accounts Receivable Section and request that the bill be returned to you for cancellation.

Select Billing Option: **CANCEL Bill**

Select ACCOUNTS RECEIVABLE BILL NO.: **K20006** 503-K20006 VENDOR 02-14-93
NO DEBTOR NAME ! BILL INCOMPLETE
Sure you want to cancel this Bill? NO// **YES** (YES)

AMEND BILL RETURNED FROM AR

This is used to make changes to bills that have a Returned For Amendment status. It allows editing of bills that have been returned from Fiscal Service.

Once a bill is released to Fiscal Service, you will no longer have the ability to make changes to it unless it has been returned to you. Often times a bill is returned from Fiscal because it doesn't meet certain criteria. Use this option to correct the bill. You may not use the Edit Bill option on bills returned from AR because only the Amend Bill Returned From AR option leaves an audit trail.

BILL #: 503-K20084 DATE: 3/1/93 TYPE: 1114
DEBTOR: BILLING AGENCY:

ONE,TEST

APPROVING OFFICIAL: /ES/ TEST,ONE DATE: 10/1/93

DATE	DESCRIPTION	QTY	COST	PER	AMOUNT
3/1/93		0.45	100.00	45.00	
	COMPUTER AIDED GRAPHIC DESIGN MONITOR BROKE WHILE USING FOR SPECIAL PROJECT FOR DEPARTMENT OF VETERANS AFFAIRS.				
3/5/93		4.5000		EA	0.00
Now amending bill...					
AMENDED DATE: OCT 22,1994//<ret> (OCT 22, 1994)					
AMENDED AMOUNT: 4.50					
SERVICE COMMENTS (AMEND):<ret>					

BILL STATUS LISTING

This option lists all bills with a given status. This report will contain the bill's number, date, category, debtor, and balance. In addition, a summary will appear at the end of the report which will show the total number of bills with this status and the total balance of all bills with this status. To view this report, enter the status name at the system prompt.

Common statuses searched for by Billers are Pending Approval, Returned For Amendment, and Canceled Bill; however, billers have the ability to get any status listing that would fulfill their needs. The following table shows a list of all valid bill statuses.

Bill Statuses	
ACTIVE	OLD BILL
ADD (AMEND)	OPEN
AMEND	PENDING APPROVAL
AMENDED BILL	PENDING ARCHIVE
ARCHIVED	RE-ESTABLISH
BILL INCOMPLETE	REFUND REVIEW
CANCELLATION	REFUNDED
CANCELED BILL	RETURNED FOR AMENDMENT
COLLECTED/CLOSED	RETURNED FROM AR (NEW)
DELETE (AMEND)	SUSPENDED
IN-ACTIVE	SUSPENSE
INCOMPLETE	WRITE-OFF
NEW BILL	

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Status: NEW BILL
Bill no.      Date Prepared   Category      Debtor      Balance
-----
503-K20005    FEB 14,1994    VENDOR        ONE,TEST    20.00
503-K20158    SEP  1,1994    CURRENT EMP.  TWO,TEST    150.00
503-K20172    SEP 10,1994    VENDOR        THREE,TEST   200.00

TOTAL:        370.00
COUNT:       3.00
MEAN:         123.33      * -indicates that patient is deceased

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LIST ALL BILLS

This option lists all bills within a given range. The report contains all pertinent information such as bill number, date, debtor, form type, status, original amount, and current balance.

This is often used to facilitate searching for an unknown bill number or debtor. It doesn't require you to go through every bill in your system, because all you need to know is a range where you think this unknown bill would appear.

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BILL STATUS LIST FOR SERVICE          OCT 22,1994  22:26    PAGE 1
Bill #      Prepared   Debtor      Form      Status      Original    Current
              Type      Status      Amount      Balance
-----
503-K00016  12/10/92    ONE,TEST    1081    ACTIVE        0          0.00
503-K00017  12/10/92    TWO,TEST    1080  CANCELLED        0          0.00
503-K00018  12/14/92    THREE,TEST  1081    ACTIVE        0         20.00
503-K00031  12/16/92    FOUR,TEST   1114    ACTIVE      5000     5074.68
503-K00033  11/16/92    FIVE,TEST   1080  WRITE-OFF      180        210.00
503-K00037  12/17/92    SIX,TEST    1114    ACTIVE        20        302.34
503-K00041  12/28/92    SEVEN,TEST  1114  CANCELLED        0          0.00
503-K00043  01/03/93    EIGHT,TEST  1114    ACTIVE       200        208.21
503-K00044  01/03/93    NINE,TEST   1114  CANCELLED        0          0.00
503-K10001  08/12/92    TEN,TEST    1114  CANCELLATI      8          0.00
503-K10002  08/12/92    ONE,TEST    1114    PENDING       10          3.00
503-K10003  08/13/92    TWO,TEST    1114    ACTIVE        40         40.00
503-K10004  08/13/92    THREE,TEST  1080  SUSPENSE      400        400.00
503-K10006  08/17/92    FOUR,TEST    1081  PENDING        20
20.00

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503-K10007  08/31/92  FOUR,TEST PATIENT  1114  PENDING      500
500.00

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VIEW A BILL

This option allows viewing of any bill and any activity or event that has happened to it. It is very similar to the Profile of Accounts Receivable, except this option appends a description of the charges to the end of the report. A printout of the bill can also be obtained by selecting the appropriate device.

This will most often be used to acquire any information about a debtor's bill, which is generally helpful for debtor inquiries.

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AUG 26,1994  09:53  ACCOUNTS RECEIVABLE PROFILE
=====
NAME: ONE,TEST                                BILL #: 503-4K0005R
      WASHINGTON, DC                          PHONE NO.:

CURRENT STATUS: PENDING APPROVAL              CATEGORY: FEDERAL AGENCIES-REIMB.
                                              FUND (APPROPRIATION): 0160A1
                                              DATE BILL PREPARED: APR 29,1994

ORIGINAL AMOUNT: 1000.00

FISCAL YEAR      APPROP. CODE      PAT REFERENCE #      AMOUNT
-----
          94                                1000.00

                                BALANCES      PAID
PRINCIPAL:          1000.00      0.00      LETTER1/ICD:
INTEREST:            0.00      0.00      LETTER2:
ADMINISTRATIVE:      0.00      0.00      LETTER3:
                                IRS LETTER:
                                DC/DOJ REF.DATE:

CURRENT:            1000.00      0.00

TRANSACTIONS:
  5                RETURNED FOR AMENDMENT  04/29/94  1000.00

BILL RESULTING FROM:  OVERPAYMENT

Date      Description      Quantity  Units  Cost      Total Cost
=====
04/29/94                                0.00      0.0000      0.00

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